

SECRET

SPECIAL BULLETIN

OFFICE OF TRAINING



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To: All Training Officers of the Agency

TUTORS NEEDED BY THE LANGUAGE TRAINING SCHOOL/OTR

The Language Training School of OTR has an immediate need for tutors in Portuguese, Italian, Japanese, Greek, and Turkish. The School is particularly interested in contracting with dependents of Agency employees for this work, which is done on a part-time basis usually during the hours of 9 a.m. to 5 p.m. The primary qualification is native or high proficiency in speaking the language. Those who have the required language competence but who have no experience as a tutor will be given training and guidance in the basic techniques of tutoring. The fee for tutoring is based on a regular established hourly rate and the dependent will sign a contract accordingly.

Agency employees should send biographic information on their dependents to the C/LTS at 2107 Arlington Towers. The information required will include full name, home address, telephone number, date of birth, place of birth, most recent employment (with the last or most current salary), citizenship, highest education level, teaching experience, and the language of competence.

OTR's tutorial language training program has been in existence for nearly five years. The LTS has to build and to keep a reserve of qualified tutors to carry out the program. Although the most urgent requirement is for tutors in the five languages cited in the opening paragraph, LTS would like the names of staff employees with native or high competency in speaking any foreign language and on whom the C/LTS may call for tutoring or instructing during off-duty hours. Names may be given to LTS by calling extension [REDACTED] or sent to the C/LTS, 2107 Arlington Towers.